

CONFIDENTIAL

26 Feb 58

MEMORANDUM FOR: Director of Logistics

1. On [ ] weekly report to me, I notice the following item:

"Returned to the Procurement Division a Purchase Order for 22 five-drawer non-safe cabinets costing approximately \$1,500 with a recommendation that the order be cancelled. Review of Stock Status report indicated over 600 pieces of similar equipment in the Warehouse that could be substituted for the item requested."

2. This referral to Records Management was routine, as I understand it, in connection with the maintenance of a given level of stock. My question is, with so many pieces of equipment already on hand, why should we ever place an order to maintain a given level of a particular color, or shape, or size, when the choice is so wide?

[ ]  
Chief, Management Staff

The attached memo from Logistics was in answer to [ ] query. No reply was given to Logistics.

See note on Mr. [ ]  
Report to [ ] R.F.H.

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JPH